

BRANFORD RECREATION DEPARTMENT APPLICATION FOR  
**PARK PAVILIONS**  
46 CHURCH STREET BRANFORD, CT 06405  
Office: (203) 488-8304 Fax: 203.315.4017 Web: [www.branfordrecreation.org](http://www.branfordrecreation.org)

NAME OF APPLICANT: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_  
ORGANIZATION/ GROUP/ TEAM: \_\_\_\_\_ HM PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ TOWN: \_\_\_\_\_ ZIP: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

Please check one: \_\_\_\_\_ Pavilion at Foote Park: \_\_\_\_\_ Pavilion of Veteran's Memorial Park

Type of Event: \_\_\_\_\_ # of persons anticipated to participate: \_\_\_\_\_

License #: \_\_\_\_\_

**PLEASE SUBMIT A VALID CERTIFICATE OF INSURANCE WITH EACH REQUEST.**

**\*PLEASE LIST THE EXACT DATES: (MONTH, DAY, AND DATE)** AM/ PM AM/ PM

1<sup>ST</sup> Choice: DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

2<sup>nd</sup>: Choice: DATE: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

**PLEASE READ THE FOLLOWING:**

**ALCOHOL IS PROHIBITED ON ALL PROPERTY**

All pavilion reservations are subject to approval by the Director of Recreation. In consideration of the use of the Branford Recreation Department Pavilions, I certify that the information provided is accurate and I understand and accept full responsibility for the conduct of the group and any damages to equipment, field or the facility. Please contact Andrea Kenney at 203-315-2355 with any questions or you may e-mail [akenney@branford-ct.gov](mailto:akenney@branford-ct.gov). Pavilions can be reserved for 4 hour slots when available. (10:00a- 6:00p) The rental fee for one slot is \$50.00 and there is a \$100.00 refundable deposit required. For cancellations and closings due to inclement weather, please call 488-8304 or visit our website at [www.branfordrecreation.org](http://www.branfordrecreation.org)

**PLEASE SUBMIT A VALID CERTIFICATE OF INSURANCE WITH EACH REQUEST.**

The Town of Branford, 46 Church Street, Branford, **must be listed as an additional insured on the certificate.**  
**Additional Conditions:** Please remove all decorations, leave the area clean and make sure that all trash is put in the appropriate trash bins. Do not leave anything behind.

Signature of Applicant \_\_\_\_\_  
**Mail or fax all forms to:** Branford Recreation Department  
Attn. Andrea Kenney  
46 Church Street  
Branford, CT 06405

\_\_\_\_\_ Date  
Fax: 203-315-4017 email: [akenney@branford-ct.gov](mailto:akenney@branford-ct.gov)

Forms can also be submitted to the Recreation Department office. Office hours are from 8:30 a.m. to 4:30 p.m.  
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**Director of Recreation**

Approval: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Reason: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Method of payment: \_\_\_\_\_ Visa or MasterCard cash/check# \_\_\_\_\_

Certificate of Insurance: \_\_\_\_\_ Date entered in computer: \_\_\_\_\_  
Rev. 03/2016

**General policy:**

- A. The Community House, Parks and other facilities of the Department of Recreation are established for public recreation purposes. The public recreation programs consist primarily of activities planned and directed by the Department of Recreation, and secondarily, of social or recreational activities of community groups when such activities are conducted in the facility with express permission and under the control of the Department of Recreation.
- B. The use of these facilities shall be limited to Branford organizations for social or recreational purposes only, and shall also be limited to such times as not to interfere with scheduled activities for the Recreation Department.
- C. Building usage will be available to:
  - 1. Groups under immediate jurisdiction or co-sponsored by the Recreation Department.
  - 2. Public schools and their officially organized groups, Girls and Boys Scouts, Cub Scouts, Town Departments and other non-profit groups representing the town.
  - 3. Condo monthly board meetings.
  - 4. Branford service organizations, non-profit clubs.
  - 5. Meetings are limited to no more than two meetings per month based on availability.
  - 6. Meeting rooms are not available on Major Holidays.
  - 7. These facilities may not be used by any groups for commercial or business purposes unless the Director of Recreation grants permission.
  - 8. Use of the Community House will be restricted to the hours during which the center is open. Saturdays and Sunday use may occur only if a staff member of the Department of Recreation is present and the Director of Recreation has approved the usage.

**General Rules & Regulations of Parks & Outside facilities:**

- A. Alcoholic beverages or consumption of these beverages are not permitted on playing fields, parking lots, or anywhere else within the park.
- B. No drugs, weapons, fireworks, or other illegal paraphernalia.
- C. No dogs are allowed, excepted at the posted designated area at Young's Pond
- D. No bikes, skateboards, motorcycles, ATV's, snow mobiles, etc are permitted in the park or on fields. Bikes must be put in designated areas or on the bike rack.
- E. The use of profanity, loud, boisterous talking or indecent conduct will not be permitted or tolerated.
- F. Please do not throw trash of any kind on the grounds or on playing fields, dug outs, etc. Please make sure that all trash is properly placed in trash receptacles.
- G. During scheduled recreational activities there is to be no loitering.
- H. All organizations/persons granted permission to use the fields are responsible for picking up areas after team practices and immediately following team games. Failure to do so will incur a clean-up fee to the responsible person/organization.
- I. All organizations must be compliant with the current Field Usage Policy.
- J. All outside facilities close at dusk, unless prior permission has been granted.
- K. All Recreation Department activities take precedence.
- L. No Trespassing or loitering will be tolerated
- M. No Drug trafficking.
- N. All parks close at dusk, unless prior permission is granted from the Department of Recreation.